

DD/A Registry

78-3510/2

27 SEP 1978

DD/A Registry

Pers-16

MEMORANDUM FOR: Safety Committee Members

STATINTL

FROM:

[REDACTED]
Chairman, Safety Committee

STATINTL

SUBJECT:

Revision of [REDACTED]

STATINTL

1. As you can see from the attached papers, the revision of [REDACTED] which we agreed upon at the last Safety Committee meeting, has been approved.

2. The most important change created by the revision has been the designation of the Associate Deputy Director for Administration, Mr. Michael J. Malanick, as the new Chairman of the Safety Committee. I think this will constitute a large plus for the Committee and go a long way to enhance your efforts toward an effective Safety and Health Program. You will receive formal notice of this designation from the Deputy Director for Administration.

3. A Safety Committee meeting will be held at 1000 hours on 17 October in Room 7D-32, Headquarters Building.

4. In addition to meeting with Mike Malanick, we will also meet [REDACTED] the new Industrial Hygienist, and hear her experiences to date.

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5. If you have any agenda items, please give them to [REDACTED]

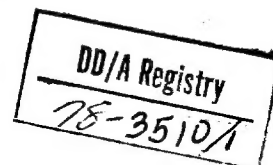
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Approved For Release 2001/11/23 : CIA-RDP81-00142R000500090004-7

Approved For Release 2001/11/23 : CIA-RDP81-00142R000500090004-7



21 SEP 1978

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert W. Gambino
Director of Security

SUBJECT: Changes in HR [REDACTED]
CIA Safety and Health Program

STATINTL

1. Action Requested: This memorandum contains a recommendation in paragraph 4 for your approval.

STATINTL

2. Background: HR [REDACTED] CIA Safety and Health Program, has been rewritten to incorporate recommendations made by the Occupational Safety and Health Act (OSHA) and to change some of the administrative procedures under which we are currently operating. The rewrite has been coordinated with all the Directorates and relevant Independent Offices through their representatives on the Safety Committee. Specific changes are as follows:

a. The Chairman of the Safety Committee will be appointed by you from components other than the Office of Security or the Office of Medical Services.

b. The CIA Health Officer, appointed by the Director of Medical Services, is formally made a member of the Safety Committee.

c. A representative from the Office of General Counsel has been added to the Safety Committee.

d. One nonmanagement person from each Directorate is added to the Safety Committee.

OS 8 2372

e. The National Fire Codes, Life Safety Code, National Electrical Code, Basic Building Code, and the standards of the American National Standards Institute are specifically adopted.

f. Cover facility safety standards are to be followed unless they are shown to present a clear risk to health and life or are less stringent than that required by OSHA.

g. Employee rights under OSHA and the Agency Safety and Health Program are spelled out along with guidance as to how and where they can report unsafe or unhealthful conditions, request inspections, and appeal to the Department of Labor if they feel Agency safety or health procedures are inadequate.

3. Staff Position: The above changes are rather pro forma with the exception of the change relating to the appointment of the Chairman of the Safety Committee. Initially, this individual was the Safety Officer. It was subsequently decided that the two functions should not reside in the same individual, and the position of Chairman has been filled ever since by a senior officer in the Office of Security.

The purpose of the Safety Committee is to advise and assist you. While it does not get into the day-to-day safety and health cycle of inspections, training and statistical reporting, it does address itself to policy questions and is an available forum for considering difficult abatement situations. Decisions in both of these areas can present substantial budgetary commitments (see attached "Preliminary Thoughts" paper by [REDACTED] which was discussed at the last Safety Committee meeting).

STATINTL

In view of these Agency-wide policy and budgetary considerations, it is felt that the Chairman should be an individual selected by you who has ready access to you as, for example, a member of your immediate staff. Since both the Director of Security and the Director of Medical Services are represented on the Committee through the Safety Officer and the Health Officer, this proposed change would not dilute the professional input from those offices which is now being provided to the Committee.

4. Recommendation: It is recommended that you approve the specific changes outlined under Background in paragraph 2 above.



Robert W. Gambino

Atts

STATINTL

APPROVED: /s/ Michael J. Malanick
Deputy Director for Administration

DISAPPROVED: Deputy Director for Administration

DATE: 22 SEP 1978

Distribution:
Orig - Return to OS
2 - DD/A

16 MAY 1978

MEMORANDUM FOR: Safety Committee Members

STATINTL

FROM:

[REDACTED]
Office of Logistics Representative

SUBJECT:

Centralized Budgeting for the Correction
of Health and Safety Deficiencies (U)

1. (U) During the last meeting of the CIA Safety Committee, it was suggested that the centralized budgeting for the correction of health and safety deficiencies might be preferable to the present system whereby individual components of the Agency must provide funds on an ad hoc basis as deficiencies are identified. Subsequent discussions between Safety Branch and Logistics personnel suggest that the proposal is worthy of more detailed study and consideration by the Safety Committee. This memorandum suggests that such a study should be conducted by the Safety Branch and presented to the Safety Committee for consideration. If, following consideration, the Safety Committee supports the study, then it should be submitted to the CIA Safety and Health Official for implementation.

2. (C) At present, as health or safety deficiencies are identified during routine inspections, it is the responsibility of the individual components to provide funds for the correction of these deficiencies. By way of example, during Fiscal Year 78 approximately \$1 million in major projects have been identified or initiated by the various offices for the correction of such deficiencies, and well in excess of \$1 million have been identified for Fiscal Year 79. Typical Fiscal Year 78 expenditures include the following:

Office of Communications: \$109,000

Real Estate and Construction Division, OL: \$170,000

Logistics Services Division, OL: \$16,000

STATINTL

SUBJECT: Centralized Budgeting for the Correction of
Health and Safety Deficiencies (U)

STATINTL

Office of Development and Engineering

Office of Data Processing: \$ _____

3. (U) The disadvantages of the present system include the following:

a. Quite frequently, the money is simply not where the need is most critical. One office may have a critical need but no funds to correct the deficiency while another office might have ample funds but the deficiencies existing there may be of much lower priority.

b. Because the deficiencies are unanticipated, they must often wait several fiscal years until the money can be budgeted by the concerned component. However, certain deficiencies are of such a critical nature that they simply cannot wait several years without the real possibility of risk to human life.

c. From the point of view of the components subject to safety inspection, the Safety Branch, which conducts these inspections, is not put in the position of having to emphasize cost-effective trade-offs but, rather, is in the admirable position of being able to recommend corrections to deficiencies in the secure knowledge that they do not have to obtain the necessary funds to correct them (obviously, this assessment is my own and not concurred in by the Safety Branch).

4. (U) As an option to the above, some agencies have gone to centralized budgeting for the correction of such deficiencies. Such centralized budgeting has the following advantages:

a. Because there is centralized control, the funds available can be used to solve the most critical problems and they can be solved on a timely basis within the total funds available.

b. Funds are available to immediately react to and provide for totally unanticipated deficiencies.

*unfunded
requirements
but must be
aware of
GSA's
responsibilities
as well.*

c. By virtue of having centralized budgeting, the recommendations of those conducting the surveys are more realistic and cost-effective.

5. (U) Centralized budgeting also has, however, certain disadvantages. For one, managers may feel relieved of responsibility for solving their own safety and health deficiencies. For another, the level of approved funding may be insufficient to accomplish as many corrections as would be the case where projects are separately funded and, hence, less visible.

6. (U) Obviously, a number of options exist in terms of budgeting for the correction of safety and health deficiencies, ranging all the way from the present system to centralized budgeting, with many variations in between. Undoubtedly, a study of the handling of such funding by other Federal agencies and private corporations could provide a number of other options for consideration.

7. (U) It is recommended that the Safety Committee task the Safety Branch to accomplish a study for its consideration which would address the possibility of centralized funding and would include as a minimum the following information:

a. The average annual cost of deficiencies currently provided for by individual components of the Agency.

b. The options available and in use by other Federal agencies and private corporations for funding the correction of safety and health deficiencies.

c. The recommendations of International Loss Control Institute (proposed OS consultant) with respect to the funding of such deficiencies.

d. Detailed procedures as to how the recommended funding procedure would be implemented within the Agency in terms of incorporating it into our existing financial and program call procedures.

*Ask for
a rundown
on this →*

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SUBJECT: Centralized Budgeting for the Collection of
Health and Safety Deficiencies (U)

8. (U) Upon receipt of this study, the Safety Committee could then consider it in some detail, discuss the options, and, if it was still felt appropriate, make a joint recommendation to the Agency Safety and Health Official for implementation.



STATINTL

cc: Chairman, Safety Committee
C/LSD/OL
SB/PSD/OS
D/L

CONFIDENTIAL

STATINTL

SAFETY AND HEALTH

1. CIA SAFETY AND HEALTH PROGRAM

a. GENERAL

(1) The Occupational Safety and Health Act of 1970 (OSHA) requires that the head of each Federal agency establish and maintain an effective and comprehensive occupational safety and health program consistent with standards developed by the Secretary of Labor. Executive Order 11807 and 29 Code of Federal Regulations, Part 1960 (29 C.F.R.) provide each agency with guidance for carrying out an effective safety and health program.

(2) Pursuant to the foregoing directives, the Agency Safety and Health Program is hereby established. The program is to be administered by the Deputy Director for Administration who is designated the CIA Safety and Health Official. To assist the CIA Safety and Health Official in the administration of the program in accordance with existing legislation, the Director of Security will provide trained and experienced safety and fire prevention personnel; the Director of Medical Services will provide professional care of illness and injury and apply the principles of preventive medicine; and a CIA Safety Committee will serve as a conduit to and from all Agency components, providing advice and procedural guidance. The Director of Security shall appoint a CIA Safety Officer, and the Director of Medical Services shall appoint a CIA Health Officer to serve as their respective focal points for Agency Safety and Health activities. Membership of the CIA Safety Committee is to be as follows:

(a) The Chairman, who shall be appointed by and serve at the pleasure of the CIA Safety and Health Official. As a general rule, this individual will be appointed from a component other than the Offices of Security and Medical Services.

(b) The CIA Safety Officer

(c) The CIA Health Officer

(d) One official from the DCI area, who shall be appointed by and serve at the pleasure of the Administrative Officer to the DCI.

(e) One official from the Office of General Counsel who shall be appointed by and serve at the pleasure of the General Counsel.

(f) One official each from the National Foreign Assessment Center, the Directorate of Operations, the Directorate of Administration, and the Directorate of Science and Technology, who shall be appointed by and serve at the pleasure of these respective Directors or Deputy Directors.

(g) One official each from the Office of Communications, Logistics, and Personnel, who shall be appointed by and serve at the pleasure of these respective Directors.

(h) One nonmanagement person each from the National Foreign Assessment Center, the Directorate of Operations, the Directorate of Administration, and the Directorate of Science and Technology, who shall be appointed by and serve at the pleasure of the respective Directors or Deputy Directors.

(3) The Agency hereby adopts the Occupational Safety and Health Standards promulgated by the Secretary of Labor and will also adopt applicable emergency temporary safety and health standards that may be established by the Secretary of Labor. These standards are applicable to all activities of this Agency, including cover and proprietary organizations where Agency officers are employed. The Agency also adopts hereby the National Fire Codes (including the Life Safety Code and National Electrical Code) published by the National Fire Protection Association, standards of the American National Standards Institute, and the Basic Building Code published by the Building Officials and Code Administrators International, Inc. (BOCA). Where conflicts arise between the Basic Building Code and these other codes and standards, the other codes and standards will prevail. Moreover, where these standards differ from those applicable to a cover or proprietary entity of this Agency, then the requirement of the cover or proprietary entity shall apply unless it can be clearly shown that to adopt such standards poses a serious risk to health and life or is less stringent than that required by OSHA.

b. POLICY. The Agency's safety and health policy includes these fundamental points:

(1) To develop a working environment which is free of safety and health hazards.

(2) To provide safety equipment and personal protective equipment necessary for the job.

(3) To make available medical personnel for consultation or treatment for on-the-job injuries and illnesses.

(4) To provide adequate safety and health training.

(5) To conduct a safety and health inspection of all Agency work places at least annually.

(6) To insure prompt inspection and follow-up procedures on notification of a potential safety or health problem.

(7) To provide employees with access to copies of the Occupational Safety and Health Act, CIA's safety and health standards and the Agency's annual report to the Department of Labor.

(8) To make all employees aware of their rights under the Occupational Safety and Health Act and the Agency's Safety and Health Program, and of the procedures for exercising these rights.

(9) To insure that no employee is subjected to coercion for exercising rights under the OSHA and the Agency Safety and Health Program.

c. RESPONSIBILITIES. To implement the Agency Safety and Health Program, responsibilities are hereby assigned as follows:

(1) The CIA Safety and Health Official is responsible for:

(a) Effectively implementing the Agency's occupational safety and health policy.

(b) Managing the Agency's safety and health program in compliance with the Occupational Safety and Health Act, Executive Order 11807, 29 C.F.R., and other guidelines provided by the Secretary of Labor.

(c) Appointing the Chairman of the CIA Safety Committee.

(d) Establishing objectives to reduce occupational accidents, fires, injuries, and illnesses.

(e) Establishing priorities for corrective actions that reduce occupational accidents, fires, injuries, and illnesses.

(f) Promoting the Agency's safety and health program at all operating levels.

(g) Insuring that new construction and alterations to existing structures meet the standards established by the Occupational Safety and Health Administration, Department of Labor.

(h) Submitting all required reports to the Department of Labor.

(2) The CIA Safety Committee is responsible for:

(a) Assisting the CIA Safety and Health Official in planning and implementing the safety and health program.

(b) Establishing a procedure which enables employees to comment on Agency safety and health standards or regulations, and a procedure for handling and evaluating suggestions and recommendations concerning safety and health matters.

(c) Conducting regularly scheduled meetings on accident and illness prevention methods, safety and health promotion, and program plans.

(d) Assisting the CIA Safety and Health Official in the review of abatement plans.

(3) The Director of Security is responsible for:

(a) Recommending to the CIA Safety and Health Official policies and practices for an effective safety program.

(b) Designating the CIA Safety Officer.

(4) The CIA Safety Officer is responsible for:

(a) Conducting inspections and tests to evaluate the effectiveness of the Agency's safety and health program, and bringing unsafe or unhealthful working conditions to the attention of the Operating Official.

- (b) Conducting a fire prevention program.
 - (c) Maintaining appropriate records of each occupational accident, fire, injury, and illness.
 - (d) Submitting required reports to the CIA Safety and Health Official.
 - (e) Providing safety training for component safety officers, supervisors, and employees.
 - (f) Establishing a channel through which employees may report unsafe or unhealthful working conditions or exercise other rights under OSHA and the Agency Safety and Health Program without fear of coercion.
 - (g) Providing technical guidance to Operating Officials regarding the elimination of unsafe and unhealthful working conditions.
 - (h) Posting of required notices concerning the OSHA in Agency work places.
 - (i) Maintaining copies of the OSHA, the Agency's safety and health standards and the Agency's annual report to the Department of Labor in the CIA Main Library, and in the offices of the Safety Officer, for use by interested employees.
 - (j) Reviewing and approving plans and specifications for new constructions and alterations.
 - (k) Conducting inspections of areas where there is an increased risk of accident, injury, or illness because of the nature of the work involved.
- (5) The Director of Medical Services is responsible for:
- (a) Recommending to the CIA Safety and Health Official policies and practices for an effective Safety and Health Program.
 - (b) Providing responsive professional support to clinical, therapeutic, and training requirements pertaining to the health-related aspects of the CIA Safety and Health Program.

(c) Designating the OMS Health Officer who will provide consultative assistance on health-related matters to the CIA Safety Officer and the CIA Safety Committee.

(5) Operating Officials and Heads of Independent Offices are responsible for:

(a) Directing the Agency's safety and health program within the areas of their jurisdiction.

(b) Designating component safety officers.

(c) Ensuring that action is taken without delay to correct unsafe and unhealthful working conditions brought to their attention.

(d) Developing abatement plans made necessary by dangerous or unhealthful working conditions occurring in their areas of jurisdiction.

(6) The component safety officer, under the guidance of the CIA Safety Officer, is responsible to the Operating Official for:

(a) Conducting inspections at least annually to ensure compliance with safety and health standards.

(b) Reporting any unsafe practice or deviation from established safety and health requirements to the CIA Safety Officer, through the Operating Official or Head of Independent Office.

(c) Monitoring the proper use, storage, and disposition of dangerous materials.

(d) Forwarding to the CIA Safety Officer, after taking appropriate action, all accident reports which are required to be submitted.

(e) Investigating occupational accidents, fires, explosions, injuries, and illnesses and submitting all necessary reports to the CIA Safety Officer.

(7) Supervisors and other persons who assign work directly to individuals are responsible for the safety and health conditions and practices within their areas of control.

(8) All Agency personnel are responsible for:

(a) Complying with Agency occupational safety and health standards.

(b) Notifying their supervisor and the component safety officer or the CIA Safety Officer of any unsafe or unhealthful working conditions.

(c) Developing and following personal safety practices.

(d) Notifying their supervisor and the component safety officer of any occupational illness and of all personal, vehicular, or other accidents that:

- (1) Involve Agency property, or
- (2) Occur on property occupied or controlled by the Agency, or
- (3) Result in injury to or involve Agency employees on duty.

d. INVESTIGATING AND REPORTING

(1) Consistent with security and cover considerations, the following incidents will be investigated immediately by the component safety officer:

(a) Injuries to Agency employees in the performance of official duties and any occupational illness.

(b) Accidents involving official or quasi-personal vehicles, or personal vehicles while being used on official business, that result in personal injury or damage to vehicles, property, or equipment, regardless of the extent of injury or damage.

(c) Other accidents, fires, or explosions that result in damage to Agency property or equipment.

(2) Form 2652a, Accident Report, will be completed by the component safety officer within six working days for each incident described in subparagraphs d (1) (a) and (c) above, and for each accident described in subparagraph d (1) (b) above that results in personal injury or in property damage of \$100 or more. The report will be forwarded to the CIA Safety

Officer. If, after the submission of Form 2652a, the employee loses more than one workday, visits a physician more than once, is hospitalized, or is placed on restricted duty, transferred, or terminated as a result of the reported incident, a supplemental Form 2652a will be submitted to the CIA Safety Officer.

(3) The CIA Safety Officer will be notified within one working day after any employment accident that is fatal to an employee, results in the hospitalization of five or more employees, or involves property damage of \$100,000 or more.

e. CONSTRUCTION AND ALTERATIONS

New construction and alterations to existing structures must meet the standards established by the Occupational Safety and Health Administration, Department of Labor, and those other codes and standards adopted in paragraph 1 a. (3). To ensure compliance with these standards, plans and specifications for new construction and alterations must be submitted to the CIA Safety Officer for review and approval.

f. EMPLOYEE RIGHTS

(1) Employees enjoy certain rights under OSHA and the Agency Safety and Health Program. These rights include the following:

(a) The right to work in an environment which is free of safety and health hazards.

(b) The right to be provided with safety equipment and personal protective equipment necessary for the job.

(c) The right to access to copies of the Agency's safety standards and injury and illness statistics.

(d) The right to comment on safety and health standards which the Agency follows or proposes.

(e) The right to report and request inspections of work places which are considered to be unsafe or unhealthful, without fear of coercion. The identity and location of safety and health officials to whom an employee may send his reports or requests may be found on the Occupational Safety and Health posters located on Agency bulletin boards. Any employee may also write directly to the Safety and Health Official.

(f) The right to assist in such inspections.

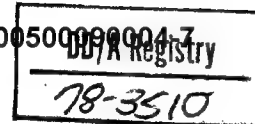
(g) The right to appeal to the Office of Federal Agency Programs, Department of Labor, if the employee disagrees with the final disposition by the Agency concerning the working conditions reported as unsafe or unhealthful. If the employee is in a cover status the complaint appeal must be sent to the Central Cover Staff for appropriate processing consistent with the cover involved.

(2) An employee may consult the component safety officer or the CIA Safety Officer for assistance in the exercise of employee rights.

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6 SEP 1978

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert W. Gambino
Director of Security

STATINTL

SUBJECT: Changes in HR [REDACTED]
CIA Safety and Health Program

STATINTL

1. Action Requested: This memorandum contains a recommendation in paragraph 4 for your approval.

2. Background: HR [REDACTED] CIA Safety and Health Program, has been rewritten to incorporate recommendations made by the Occupational Safety and Health Act (OSHA) and to change some of the administrative procedures under which we are currently operating. The rewrite has been coordinated with all the Directorates and relevant Independent Offices through their representatives on the Safety Committee. Specific changes are as follows:

a. The Chairman of the Safety Committee will be appointed by you from components other than the Office of Security or the Office of Medical Services.

b. The CIA Health Officer, appointed by the Director of Medical Services, is formally made a member of the Safety Committee.

c. A representative from the Office of General Counsel has been added to the Safety Committee.

d. One nonmanagement person from each Directorate is added to the Safety Committee.

e. The National Fire Codes, Life Safety Code, National Electrical Code, Basic Building Code, and the standards of the American National Standards Institute are specifically adopted.

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f. Cover facility safety standards are to be followed unless they are shown to present a clear risk to health and life or are less stringent than that required by OSHA.

g. Employee rights under OSHA and the Agency Safety and Health Program are spelled out along with guidance as to how and where they can report unsafe or unhealthful conditions, request inspections, and appeal to the Department of Labor if they feel Agency safety or health procedures are inadequate.

3. Staff Position: The above changes are rather pro forma with the exception of the change relating to the appointment of the Chairman of the Safety Committee. Initially, this individual was the Safety Officer. It was subsequently decided that the two functions should not reside in the same individual, and the position of Chairman has been filled ever since by a senior officer in the Office of Security.

The purpose of the Safety Committee is to advise and assist you. While it does not get into the day-to-day safety and health cycle of inspections, training and statistical reporting, it does address itself to policy questions and is an available forum for considering difficult abatement situations. Decisions in both of these areas can present substantial budgetary commitments (see attached "Preliminary Thoughts" paper by [REDACTED] which was discussed at the last Safety Committee meeting).

STATINTL

In view of these Agency-wide policy and budgetary considerations, it is felt that the Chairman should be an individual selected by you who has ready access to you as, for example, a member of your immediate staff. An alternative proposal would be for you to appoint the Chairman on a yearly rotating basis from among the Directorate and Office representatives on the Committee. Since both the Director of Security and the Director of Medical Services are represented on the Committee through the Safety Officer and the Health Officer, this proposed change would not dilute the professional input from those offices which is now being provided to the Committee.

4. Recommendation: It is recommended that you approve the specific changes outlined under Background in paragraph 2 above.



Robert W. Gambino

STATINTL

Atts

APPROVED:

Deputy Director for Administration

DISAPPROVED:

Deputy Director for Administration

DATE: _____

Distribution:

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2 - DD/A

SAFETY AND HEALTH

STATINTL

HR [REDACTED]

1. CIA SAFETY AND HEALTH PROGRAM

a. GENERAL

(1) The Occupational Safety and Health Act of 1970 (OSHA) requires that the head of each Federal agency establish and maintain an effective and comprehensive occupational safety and health program consistent with standards developed by the Secretary of Labor. Executive Order 11807 and 29 Code of Federal Regulations, Part 1960 (29 C.F.R.) provide each agency with guidance for carrying out an effective safety and health program.

(2) Pursuant to the foregoing directives, the Agency Safety and Health Program is hereby established. The program is to be administered by the Deputy Director for Administration who is designated the CIA Safety and Health Official. To assist the CIA Safety and Health Official in the administration of the program in accordance with existing legislation, the Director of Security will provide trained and experienced safety and fire prevention personnel; the Director of Medical Services will provide professional care of illness and injury and apply the principles of preventive medicine; and a CIA Safety Committee will serve as a conduit to and from all Agency components, providing advice and procedural guidance. The Director of Security shall appoint a CIA Safety Officer, and the Director of Medical Services shall appoint a CIA Health Officer to serve as their respective focal points for Agency Safety and Health activities. Membership of the CIA Safety Committee is to be as follows:

(a) The Chairman, who shall be appointed by and serve at the pleasure of the CIA Safety and Health Official. As a general rule, this individual will be appointed from a component other than the Offices of Security and Medical Services.

(b) The CIA Safety Officer

(c) The CIA Health Officer

(d) One official from the DCI area, who shall be appointed by and serve at the pleasure of the Administrative Officer to the DCI.

(e) One official from the Office of General Counsel who shall be appointed by and serve at the pleasure of the General Counsel.

(f) One official each from the National Foreign Assessment Center, the Directorate of Operations, the Directorate of Administration, and the Directorate of Science and Technology, who shall be appointed by and serve at the pleasure of these respective Directors or Deputy Directors.

(g) One official each from the Office of Communications, Logistics, and Personnel, who shall be appointed by and serve at the pleasure of these respective Directors.

(h) One nonmanagement person each from the National Foreign Assessment Center, the Directorate of Operations, the Directorate of Administration, and the Directorate of Science and Technology, who shall be appointed by and serve at the pleasure of the respective Directors or Deputy Directors.

(3) The Agency hereby adopts the Occupational Safety and Health Standards promulgated by the Secretary of Labor and will also adopt applicable emergency temporary safety and health standards that may be established by the Secretary of Labor. These standards are applicable to all activities of this Agency, including cover and proprietary organizations where Agency officers are employed. The Agency also adopts hereby the National Fire Codes (including the Life Safety Code and National Electrical Code) published by the National Fire Protection Association, standards of the American National Standards Institute, and the Basic Building Code published by the Building Officials and Code Administrators International, Inc. (BOCA). Where conflicts arise between the Basic Building Code and these other codes and standards, the other codes and standards will prevail. Moreover, where these standards differ from those applicable to a cover or proprietary entity of this Agency, then the requirement of the cover or proprietary entity shall apply unless it can be clearly shown that to adopt such standards poses a serious risk to health and life or is less stringent than that required by OSHA.

b. POLICY. The Agency's safety and health policy includes these fundamental points:

(1) To develop a working environment which is free of safety and health hazards.

(2) To provide safety equipment and personal protective equipment necessary for the job.

(3) To make available medical personnel for consultation or treatment for on-the-job injuries and illnesses.

(4) To provide adequate safety and health training.

(5) To conduct a safety and health inspection of all Agency work places at least annually.

(6) To insure prompt inspection and follow-up procedures on notification of a potential safety or health problem.

(7) To provide employees with access to copies of the Occupational Safety and Health Act, CIA's safety and health standards and the Agency's annual report to the Department of Labor.

(8) To make all employees aware of their rights under the Occupational Safety and Health Act and the Agency's Safety and Health Program, and of the procedures for exercising these rights.

(9) To insure that no employee is subjected to coercion for exercising rights under the OSHA and the Agency Safety and Health Program.

c. RESPONSIBILITIES. To implement the Agency Safety and Health Program, responsibilities are hereby assigned as follows:

(1) The CIA Safety and Health Official is responsible for:

(a) Effectively implementing the Agency's occupational safety and health policy.

(b) Managing the Agency's safety and health program in compliance with the Occupational Safety and Health Act, Executive Order 11807, 29 C.F.R., and other guidelines provided by the Secretary of Labor.

(c) Appointing the Chairman of the CIA Safety Committee.

(d) Establishing objectives to reduce occupational accidents, fires, injuries, and illnesses.

(e) Establishing priorities for corrective actions that reduce occupational accidents, fires, injuries, and illnesses.

(f) Promoting the Agency's safety and health program at all operating levels.

(g) Insuring that new construction and alterations to existing structures meet the standards established by the Occupational Safety and Health Administration, Department of Labor.

(h) Submitting all required reports to the Department of Labor.

(2) The CIA Safety Committee is responsible for:

(a) Assisting the CIA Safety and Health Official in planning and implementing the safety and health program.

(b) Establishing a procedure which enables employees to comment on Agency safety and health standards or regulations, and a procedure for handling and evaluating suggestions and recommendations concerning safety and health matters.

(c) Conducting regularly scheduled meetings on accident and illness prevention methods, safety and health promotion, and program plans.

(d) Assisting the CIA Safety and Health Official in the review of abatement plans.

(3) The Director of Security is responsible for:

(a) Recommending to the CIA Safety and Health Official policies and practices for an effective safety program.

(b) Designating the CIA Safety Officer.

(4) The CIA Safety Officer is responsible for:

(a) Conducting inspections and tests to evaluate the effectiveness of the Agency's safety and health program, and bringing unsafe or unhealthful working conditions to the attention of the Operating Official.

- (b) Conducting a fire prevention program.
 - (c) Maintaining appropriate records of each occupational accident, fire, injury, and illness.
 - (d) Submitting required reports to the CIA Safety and Health Official.
 - (e) Providing safety training for component safety officers, supervisors, and employees.
 - (f) Establishing a channel through which employees may report unsafe or unhealthful working conditions or exercise other rights under OSHA and the Agency Safety and Health Program without fear of coercion.
 - (g) Providing technical guidance to Operating Officials regarding the elimination of unsafe and unhealthful working conditions.
 - (h) Posting of required notices concerning the OSHA in Agency work places.
 - (i) Maintaining copies of the OSHA, the Agency's safety and health standards and the Agency's annual report to the Department of Labor in the CIA Main Library, and in the offices of the Safety Officer, for use by interested employees.
 - (j) Reviewing and approving plans and specifications for new constructions and alterations.
 - (k) Conducting inspections of areas where there is an increased risk of accident, injury, or illness because of the nature of the work involved.
- (5) The Director of Medical Services is responsible for:
- (a) Recommending to the CIA Safety and Health Official policies and practices for an effective Safety and Health Program.
 - (b) Providing responsive professional support to clinical, therapeutic, and training requirements pertaining to the health-related aspects of the CIA Safety and Health Program.

(c) Designating the OMS Health Officer who will provide consultative assistance on health-related matters to the CIA Safety Officer and the CIA Safety Committee.

(5) Operating Officials and Heads of Independent Offices are responsible for:

(a) Directing the Agency's safety and health program within the areas of their jurisdiction.

(b) Designating component safety officers.

(c) Ensuring that action is taken without delay to correct unsafe and unhealthful working conditions brought to their attention.

(d) Developing abatement plans made necessary by dangerous or unhealthful working conditions occurring in their areas of jurisdiction.

(6) The component safety officer, under the guidance of the CIA Safety Officer, is responsible to the Operating Official for:

(a) Conducting inspections at least annually to ensure compliance with safety and health standards.

(b) Reporting any unsafe practice or deviation from established safety and health requirements to the CIA Safety Officer, through the Operating Official or Head of Independent Office.

(c) Monitoring the proper use, storage, and disposition of dangerous materials.

(d) Forwarding to the CIA Safety Officer, after taking appropriate action, all accident reports which are required to be submitted.

(e) Investigating occupational accidents, fires, explosions, injuries, and illnesses and submitting all necessary reports to the CIA Safety Officer.

(7) Supervisors and other persons who assign work directly to individuals are responsible for the safety and health conditions and practices within their areas of control.

(8) All Agency personnel are responsible for:

(a) Complying with Agency occupational safety and health standards.

(b) Notifying their supervisor and the component safety officer or the CIA Safety Officer of any unsafe or unhealthful working conditions.

(c) Developing and following personal safety practices.

(d) Notifying their supervisor and the component safety officer of any occupational illness and of all personal, vehicular, or other accidents that:

(1) Involve Agency property, or

(2) Occur on property occupied or controlled by the Agency, or

(3) Result in injury to or involve Agency employees on duty.

d. INVESTIGATING AND REPORTING

(1) Consistent with security and cover considerations, the following incidents will be investigated immediately by the component safety officer:

(a) Injuries to Agency employees in the performance of official duties and any occupational illness.

(b) Accidents involving official or quasi-personal vehicles, or personal vehicles while being used on official business, that result in personal injury or damage to vehicles, property, or equipment, regardless of the extent of injury or damage.

(c) Other accidents, fires, or explosions that result in damage to Agency property or equipment.

(2) Form 2652a, Accident Report, will be completed by the component safety officer within six working days for each incident described in subparagraphs d (1) (a) and (c) above, and for each accident described in subparagraph d (1) (b) above that results in personal injury or in property damage of \$100 or more. The report will be forwarded to the CIA Safety

Officer. If, after the submission of Form 2652a, the employee loses more than one workday, visits a physician more than once, is hospitalized, or is placed on restricted duty, transferred, or terminated as a result of the reported incident, a supplemental Form 2652a will be submitted to the CIA Safety Officer.

(3) The CIA Safety Officer will be notified within one working day after any employment accident that is fatal to an employee, results in the hospitalization of five or more employees, or involves property damage of \$100,000 or more.

e. CONSTRUCTION AND ALTERATIONS

New construction and alterations to existing structures must meet the standards established by the Occupational Safety and Health Administration, Department of Labor, and those other codes and standards adopted in paragraph 1 a. (3). To ensure compliance with these standards, plans and specifications for new construction and alterations must be submitted to the CIA Safety Officer for review and approval.

f. EMPLOYEE RIGHTS

(1) Employees enjoy certain rights under OSHA and the Agency Safety and Health Program. These rights include the following:

(a) The right to work in an environment which is free of safety and health hazards.

(b) The right to be provided with safety equipment and personal protective equipment necessary for the job.

(c) The right to access to copies of the Agency's safety standards and injury and illness statistics.

(d) The right to comment on safety and health standards which the Agency follows or proposes.

(e) The right to report and request inspections of work places which are considered to be unsafe or unhealthful, without fear of coercion. The identity and location of safety and health officials to whom an employee may send his reports or requests may be found on the Occupational Safety and Health posters located on Agency bulletin boards. Any employee may also write directly to the Safety and Health Official.

(f) The right to assist in such inspections.

(g) The right to appeal to the Office of Federal Agency Programs, Department of Labor, if the employee disagrees with the final disposition by the Agency concerning the working conditions reported as unsafe or unhealthful. If the employee is in a cover status the complaint appeal must be sent to the Central Cover Staff for appropriate processing consistent with the cover involved.

(2) An employee may consult the component safety officer or the CIA Safety Officer for assistance in the exercise of employee rights.

16 MAY 1978

MEMORANDUM FOR: Safety Committee Members

STATINTL

FROM:

[REDACTED]
Office of Logistics Representative

SUBJECT:

Centralized Budgeting for the Correction
of Health and Safety Deficiencies (U)

1. (U) During the last meeting of the CIA Safety Committee, it was suggested that the centralized budgeting for the correction of health and safety deficiencies might be preferable to the present system whereby individual components of the Agency must provide funds on an ad hoc basis as deficiencies are identified. Subsequent discussions between Safety Branch and Logistics personnel suggest that the proposal is worthy of more detailed study and consideration by the Safety Committee. This memorandum suggests that such a study should be conducted by the Safety Branch and presented to the Safety Committee for consideration. If, following consideration, the Safety Committee supports the study, then it should be submitted to the CIA Safety and Health Official for implementation.

2. (C) At present, as health or safety deficiencies are identified during routine inspections, it is the responsibility of the individual components to provide funds for the correction of these deficiencies. By way of example, during Fiscal Year 78 approximately \$1 million in major projects have been identified or initiated by the various offices for the correction of such deficiencies, and well in excess of \$1 million have been identified for Fiscal Year 79. Typical Fiscal Year 78 expenditures include the following:

Office of Communications: \$109,000

Real Estate and Construction Division, OL: \$170,000

Logistics Services Division, OL: \$16,000

STATINTL

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SUBJECT: Centralized Budgeting for the Correction of
Health and Safety Deficiencies (U)

STATINTL

Office of Development and Engineering [REDACTED]

Office of Data Processing: \$ _____

3. (U) The disadvantages of the present system include the following:

a. Quite frequently, the money is simply not where the need is most critical. One office may have a critical need but no funds to correct the deficiency while another office might have ample funds but the deficiencies existing there may be of much lower priority.

b. Because the deficiencies are unanticipated, they must often wait several fiscal years until the money can be budgeted by the concerned component. However, certain deficiencies are of such a critical nature that they simply cannot wait several years without the real possibility of risk to human life.

c. From the point of view of the components subject to safety inspection, the Safety Branch, which conducts these inspections, is not put in the position of having to emphasize cost-effective trade-offs but, rather, is in the admirable position of being able to recommend corrections to deficiencies in the secure knowledge that they do not have to obtain the necessary funds to correct them (obviously, this assessment is my own and not concurred in by the Safety Branch).

4. (U) As an option to the above, some agencies have gone to centralized budgeting for the correction of such deficiencies. Such centralized budgeting has the following advantages:

a. Because there is centralized control, the funds available can be used to solve the most critical problems and they can be solved on a timely basis within the total funds available.

b. Funds are available to immediately react to and provide for totally unanticipated deficiencies.

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Health and Safety Deficiencies (U)

c. By virtue of having centralized budgeting, the recommendations of those conducting the surveys are more realistic and cost-effective.

5. (U) Centralized budgeting also has, however, certain disadvantages. For one, managers may feel relieved of responsibility for solving their own safety and health deficiencies. For another, the level of approved funding may be insufficient to accomplish as many corrections as would be the case where projects are separately funded and, hence, less visible.

6. (U) Obviously, a number of options exist in terms of budgeting for the correction of safety and health deficiencies, ranging all the way from the present system to centralized budgeting, with many variations in between. Undoubtedly, a study of the handling of such funding by other Federal agencies and private corporations could provide a number of other options for consideration.

7. (U) It is recommended that the Safety Committee task the Safety Branch to accomplish a study for its consideration which would address the possibility of centralized funding and would include as a minimum the following information:

a. The average annual cost of deficiencies currently provided for by individual components of the Agency.

b. The options available and in use by other Federal agencies and private corporations for funding the correction of safety and health deficiencies.

c. The recommendations of International Loss Control Institute (proposed OS consultant) with respect to the funding of such deficiencies.

d. Detailed procedures as to how the recommended funding procedure would be implemented within the Agency in terms of incorporating it into our existing financial and program call procedures.

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Health and Safety Deficiencies (U)

8. (U) Upon receipt of this study, the Safety Committee could then consider it in some detail, discuss the options, and, if it was still felt appropriate, make a joint recommendation to the Agency Safety and Health Official for implementation.

STATINTL

cc: Chairman, Safety Committee
C/LSD/OL
SB/PSD/OS
D/L

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